

5/9/2018 Please READ THIS CAREFULLY How to Submit Your Offer

135 Willow Avenue, Unit #1, Somerville MA 02144

Presented by Team Jen and Lynn of Thalia Tringo & Associates Real Estate

List/Sale price: \$188,197.00

(Price is NOT negotiable. Terms ARE negotiable.)

When Submitting Your Offer Include:

- Offer to Purchase (See projected timeline attached.)
- Offer Addendum
- Initial Application (MUST be completed **and submitted with the offer.**)
- Mortgage Pre-Approval (IT can **NOT be subject** to Income Verification or Employment Verification. IT **MUST** state the interest rate or range and be a 30-year Fixed Conventional Loan.)
- Current First Time Home Buyer Certificate MUST be attached **OR** a letter documenting enrollment that the class will be completed prior to mid-July.
- No Lead Paint Disclosure form needed (house built after to 1978).
- Agency Disclosure

FOR PRIVACY REASONS with the offer and initial application:

DO NOT INCLUDE additional income documentation required in #4 of *A. General Information* on initial Application.

HOWEVER – Buyer MUST HAVE THIS PREPARED AND READY TO DELIVER the documentation to Thalia Tringo & Associates Real Estate by Noon ON THURSDAY MAY 17th, **IF** your offer is chosen by the seller.

If you have any additional questions, please email us.

Thank you,

Jen Rose & Lynn Graham

Team Jen and Lynn
Thalia Tringo & Associates Real Estate, Sellers' Agents
TeamJenAndLynn@ThaliaTringoRealEstate.com

**Email communications only, please –
a documentation trail is important with so many people involved.**

5/9/2018 Please READ THIS CAREFULLY Projected Timeline**135 Willow Ave., #1, Somerville MA 02144**

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**These dates are approximate and will be determined by the City of Somerville certification of the buyer.*

Date	Action	Explanation	Add'l Notes
Thu, May 17 th 11am	Submit Offer to Purchase	Submit offer package as 1 pdf document: TeamJenAndLynn@ ThaliaTringoRealEstate.com	See "How to Submit Your Offer" & "Initial Application"
Fri, May 18 th 10am	Seller selects 3 applications to submit to the City	3 offers are selected from the offers received by 11am May 16 th . Although the City will choose 1 application of the 3, the other 2 are chosen in case The City of Somerville cannot approve Applicant #1	
Fri, May 18 th 11am	Sellers' agent communicates with agents of selected applicants.		
Fri, May 18 th Noon	Selected applicant's Mortgage pre-approval letter, First-Time Homebuyer's Certificate/ Documentation delivered to Sellers' agent.	Thalia Tringo & Assoc. Real Estate, 128 Willow Avenue, Somerville MA 02144 (next to the bike path) or TeamJenAndLynn@ ThaliaTringoRealEstate.com	See "Initial Application, #4 of A. General Information" & "Employer Verification"
Fri, May 18 th 2pm	First application submitted to The City of Somerville Inclusionary Housing Program office. The City of Somerville Inclusionary Housing Program will request the income, asset and tax return information from selected applicant.	This will include the Income certification documents delivered at noon. <u>Documents the Inclusionary Housing Program will request include</u> , but are not limited to, the following: <ul style="list-style-type: none"> • most recent three yrs of federal & state tax returns • W2s • 3 months of all asset & income statements • Employer Verification Form & a notarized explanation of deposits with verification of any unexplained deposits 	City of Somerville needs at least one week from time documents are received to review income certification and issue the Proceed Letter
Fri, June 1 st (approx)*	City of Somerville issues Proceed Letter to buyer.	The Proceed Letter will outline the next steps.	
Sat, June 16 th (no later than/ approx)*	Home inspection	Inspection needs to be held within 15 days of accepted offer. (E.g. Proceed Letter 6/1, inspection no later than 6/16)	
Fri, June 22 nd (on or before)*	Sign Purchase & Sale agreement & delivered to sellers' agent and the City.	Purchase & Sale agreement signed & delivered to Thalia Tringo & Assoc. & the City of Somerville Inclusionary Office	
Sat, June 23 rd (on or before)*	Submit mortgage application		
Fri, July 20 th (on or before)*	Mortgage commitment from lender.		
July, 2018 (approx)*	Closing		

***Disclaimer:** Thalia Tringo & Associates Real Estate – Team Jen and Lynn represent the SELLERS and will be working with the City of Somerville directly. The chosen buyer will also have interaction with the City of Somerville during the certification and closing processes. All information and dates here are based on general projections and are subject to change. We appreciate your patience and cooperation.

Thank you, *Jen Rose & Lynn Graham*, Thalia Tringo & Associates Real Estate, Sellers' Agents
TeamJenAndLynn@ThaliaTringoRealEstate.com

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